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ABSTRACT

Designed for students in the Dallas County Community College District's (DCCCD's) cooperative education program, this guide provides information on obtaining college credit for the development and achievement of learning objectives through current work experience. After introductory material on the benefits of participating in the program, questions are answered concerning credit limits, qualifications for enrollment, transferability of credit, employer responsibilities, grading procedures, and other aspects of the program. The following sections provide: (1) guidelines for cooperative education in the District with respect to determination of college credit, prerequisites, instructor/coordinator involvement, orientation meetings with students, and on-site visitations; (2) an outline of the responsibilities of students, instructors, and employers; (3) a semester calendar charting student passage through the program; and (4) a sample cooperative education training station agreement form. Next, the guide explains the establishment and achievement of on-the-job learning objectives, providing step-by-step instructions and worksheets and other forms to be used in developing learning objectives and reporting on their achievement. Finally, sample monthly time cards are presented. (HB)

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# COOPERATIVE EDUCATION STUDENT GUIDE

JC 830 126

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# COOPERATIVE EDUCATION
# STUDENT GUIDE

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## DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

**Dallas County Community College District is an equal opportunity-affirmative action employer. The District is Non-Discriminatory in terms of age, race, sex, religion, national origin, handicap, or Vietnam Era Veterans. Admission is open to all qualified individuals on an equal basis.**

**Dallas County Community College District**

WELCOME TO THE COOPERATIVE EDUCATION PROGRAM

**Office of the Chancellor**

701 Elm Street
Room 400
Dallas, Texas 75202
214-746-2125

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R. Jan LeCroy

The Cooperative Education program offered through the Dallas County Community College District will enable you to attain a unique and rewarding educational experience.

Participation in Cooperative Education provides an excellent opportunity to gain an enriching experience that will allow you to apply classroom and laboratory concepts to a job related experience. Your learning in this program will be guided by a set of learning objectives developed cooperatively by you, your instructor/coordinator, and your supervisor at work.

You will find participation in Cooperative Education to be a very effective method of learning — one which will ensure immediate application of classroom principles to your job.

Very truly yours,

R. Jan LeCroy
Chancellor

# QUESTIONS CONCERNING COOPERATIVE EDUCATION

WHAT IS COOPERATIVE EDUCATION? It is a team effort involving your work supervisor, you, and your Instructor/Coordinator. Cooperative Education is a method of instruction that offers you the opportunity to earn college credit for the development and achievement of learning objectives which are accomplished through current work experience.

HOW MUCH CREDIT MAY BE EARNED? You may earn up to four (4) credit hours each semester. You must work five hours each week during the semester for each semester hour of credit you desire. No more than twenty (20) hours of work may be credited to your work requirements each week.

HOW DO YOU QUALIFY FOR ENROLLMENT? You must have completed two (2) courses in your major or have your instructor's approval. You must be enrolled in another course at the same time.

DO VA BENEFITS APPLY? For all questions concerning VA benefits check with campus VA office or Registrar.

MUST YOU HAVE A JOB TO ENROLL? No! Your Instructor/Coordinator or the Director of the Cooperative Education Program will help you find a job where you can work on your objectives.

ARE COOPERATIVE EDUCATION CREDITS TRANSFERABLE? That depends on your major. Check with the college of your choice to be sure.

WHAT HAPPENS IF YOU QUIT OR CHANGE JOBS DURING THE SEMESTER? You will be dropped if you quit working. If you change jobs, you must repeat the paper work for the new job just like you did at the first of the semester.

HOW DO YOU DROP OR ADD COOPERATIVE EDUCATION? These courses are just like any other course. Regular registration procedures are followed. Some courses are available on a flexible-entry basis.

WHAT KIND OF GRADE MAY YOU RECEIVE? Grades are just like those in other courses. Your Instructor/Coordinator will base your grade on how well you meet your objectives, your seminar participation, and how punctual you are in turning in time reports and other required papers.

WHAT MUST YOUR EMPLOYER DO? He/she must agree to help you develop your job-related learning objectives, allow your Instructor/Coordinator to make at least two visits to your job-site, sign your time reports, and help evaluate your achievements.

If you have any other questions, please contact the Cooperative Education office on campus.

# GUIDELINES FOR COOPERATIVE EDUCATION IN THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Cooperative Education is a method of instruction that offers you the opportunity to earn college credit for the development and achievement of learning objectives which are accomplished through your current work experience. Work experience must be related to your field of study and occupational goal. This work experience takes place at work training stations approved by the college. The employers must be willing to enter into training agreements with the college and the student employee.

DETERMINATION OF COLLEGE CREDIT

Credit for Cooperative Education during the semester will be based on the following:

1. Completion of a minimum of 80 hours of work per semester for each credit to be earned to a maximum of four (4) credit hours.
2. Attendance at all seminars and completion of required seminar activities.
3. SUCCESSFUL ACHIEVEMENT of a minimum of one objective for each credit to be earned.
4. Completion of Student Objective Report form to verify accomplishment of objectives at the end of the semester.
5. Completion of time cards from first day of classes to the last day of regularly scheduled classes.

PREREQUISITES

1. You must have completed at least six semester hours in your occupational major or secure instructor approval to be eligible for Cooperative Education.
2. You must be concurrently enrolled in a course related to your major subject area.
3. To enroll in a Cooperative Education course, you must have the approval of the instructor/coordinator.

INSTRUCTOR/COORDINATOR INVOLVEMENT IN COOPERATIVE EDUCATION

Instructor/Coordinators are accountable for the following:

1. Advising students regarding the Cooperative Education Program.
2. Assisting Cooperative Education students in establishing "on-the-job" learning objectives.
3. Consulting with the employer to confirm student's progress in achievement of objectives.
4. Visiting student at place of employment.
5. Providing for 16 hours of student seminar activities each semester.

ORIENTATION MEETING WITH STUDENTS

Your Instructor/Coordinator will meet with you within two weeks after classes begin. Your program will be outlined and proposed objectives discusses prior to the first job visitation.

ON SITE VISITATIONS:

A minimum of two visitations per semester by the Instructor/Coordinator to your place of employment is required.

1. The Instructor/Coordinator will arrange a meeting with you and your employer/supervisor at the job site to discuss and confirm your planned objectives. The Training Station Agreement and Job-Related Learning Objectives must be signed and a copy of each returned to the college Cooperative Education Office.
2. The final on-site meeting is held to confirm the achievement of the learning objectives. The Instructor/Coordinator will then assign a grade based upon the section on "Determination of College Credit."

# COOPERATIVE EDUCATION RESPONSIBILITIES

I. STUDENT/EMPLOYEE RESPONSIBILITIES
   A. You have the over-all responsibility to see that all requirements of the Cooperative Education Program are performed as spelled out in this guide.
   B. Complete and submit an application to the Instructor/Coordinator or Cooperative Education Office.
   C. Read and sign a Training Station Agreement.
   D. Establish objectives with the help of your supervisor and Instructor/Coordinator.
   E. Turn in time cards signed by your supervisor to your Instructor/Coordinator at the end of each month.
   F. Attend all seminars and complete required seminar activities.
   G. Complete and sign Student Objective Report and return to Instructor/Coordinator at the end of each semester.

II. INSTRUCTOR/COORDINATOR RESPONSIBILITIES
   A. Complete a minimum of two on-site visits. Student, supervisor and Instructor/Coordinator should be present at each visit.
   B. Provide for 16 hours of student seminar activities each semester.
   C. Submit to Cooperative Education Office a copy of the signed Training Station Agreement and Job-Related Learning Objectives.
   D. Review student time cards to determine if work-time requirements are being met. Assure that student time cards are being turned in monthly.
   E. Submit student's grade, time cards, Student Objective Report and other appropriate student records at the end of the semester to the Cooperative Education Office.

III. EMPLOYER RESPONSIBILITIES
   A. Agree to participate in the Cooperative Education Program and sign Training Station Agreement.
   B. Assist you in developing and achieving job-related learning objectives.
   C. Participate in a minimum of two on-site visits with Instructor/Coordinator.
   D. Verify and sign monthly time cards.
   E. Participate in student evaluation.

# COOPERATIVE EDUCATION
# SEMESTER CALENDAR

**PRIOR TO REGISTRATION**

1. Secure, complete, and return Cooperative Education application to Cooperative Education office
2. Interview with Instructor/Coordinator

**REGISTER FOR APPROPRIATE COURSE**

**BY SECOND WEEK**

1. Attend first seminar for orientation
2. Meet with Instructor/Coordinator to discuss job-related learning objectives
3. Meet with supervisor to discuss job-related learning objectives

**BY FOURTH WEEK**

**FIRST VISITATION**

1. Confirm job-related learning objectives
2. Sign Training Station Agreement

**BY SIXTH WEEK**

1. Finalize Job-Related Learning Objectives form and obtain appropriate signatures
2. Submit form to Instructor/Coordinator

**DURING THE LAST THREE WEEKS OF COURSE**

1. Meet with supervisor and Instructor/Coordinator to confirm achievement of learning objectives
2. Complete and return Student Objective Report form to Instructor/Coordinator

# COOPERATIVE EDUCATION
# TRAINING STATION AGREEMENT

STUDENT NAME _____ DATE _____

EMPLOYER COMPANY NAME _____

EMPLOYER ADDRESS _____ ZIP _____

EMPLOYER TELEPHONE NUMBER _____

SUPERVISOR NAME _____

SUPERVISOR TELEPHONE NUMBER _____

Three participants in this Cooperative Education venture — student, instructor/coordinator, and supervisor — will cooperate to determine the job-related learning objectives toward which the student will work. Each semester a student enrolls in Cooperative Education, it is necessary that new job-related learning objectives be identified.

Achievement of these objectives will be the basis for the credit and grade which will be earned for work experience.

The instructor/coordinator makes a minimum of two visits to the job site. The supervisor is asked to assist with the evaluation of the student performance within the guidelines established by the employer relating to such activities, and the student provides self-evaluation. The instructor/coordinator determines the student's final grade.

The student agrees to abide by the guidelines of the Cooperative Education Program.

| | |
|---|---|
| _____ | _____ |
| Employer or Supervisor | Director of Cooperative Education |
| _____ | _____ |
| Student Signature | Instructor/Coordinator |

It is not necessary to renew this agreement each semester unless there is a change in willingness to participate on the part of the employer.

Distribution: White—Cooperative Education Office Yellow—Instructor/Coordinator Pink—Student Goldenrod—Supervisor

# COOPERATIVE EDUCATION
## Achievement by Objectives

Cooperative Education recognizes the value of learning which can take place on real jobs. It is important to complete a job, solve problems, and see the results of your work. It is also important for you to move onward and upward on the job.

One of the requirements of the cooperative program is that you must follow a planned work experience which includes new and added responsibilities or learning opportunities beyond those already done. Being able to gain work experience is recognized, and the demand for new learning is given special attention.

It is expected that your evaluations by supervisors should improve because they are based on objectives decided upon in advance. Also, you can determine whether or not you are on the right path in your work.

You Instructor/Coordinator will help you set and reach objectives on the job. Your supervisor must help by meeting with you and your Instructor/Coordinator to agree on the objectives, guide you in your work, and evaluate your achievements.

A statement of objectives is designed to describe what you plan to learn on your job during the semester. It should say what you plan to learn, how you will learn, and how you measure what you have learned.

By setting reachable objectives, the Instructor/Coordinator, supervisor, and you can expect changes in your feelings, thinking, and actions. You should pay attention to these questions: (1) What is your present level of development? (2) What are your present areas of interest? (3) What will you be expected to do? (4) What problems will you have? (5) What will you learn about yourself which will help you in the future?

# LEARNING OBJECTIVES

*Key: Instructor/Coordinator will instruct and advise you in developing and achieving objectives on the job.

A learning objective is a precise statement describing the tasks necessary to achieve the result, accomplishment, skill, knowledge, or behavior you wish to attain on your job each semester. The objective will also state the conditions for evaluation of achievement.

Importance of Learning Objectives

1. They will enable you to realize the educational opportunities that are available to you on the job.
2. They will provide an open line of communication between you and your supervisor concerning job performance.
3. They will make evaluation at the end of the semester more meaningful to you.
4. You can anticipate a change in feelings, actions, and thinking.
5. You are a predictor of your own success and accomplishments as you seek to experience real on-the-job learning.

Steps for Establishing Objectives

1. You will meet with your Instructor/Coordinator to identify possible learning objectives.
2. You will secure the understanding and approval of the job supervisor.
3. You will write a preliminary draft outlining your objectives in terms of:
   a. what you plan to accomplish.
   b. how you are going to accomplish them.
   c. how you will measure their achievement.
4. An on-site meeting will be scheduled with the Instructor/Coordinator, supervisor, and you to confirm the job related learning objectives.

Guidelines for Preparing Objectives

1. State objectives in measurable terms. Avoid generalities.
   WORDS TO AVOID:

| | | |
|---|---|---|
| know | enjoy | believe |
| understand | appreciate | see |

Listed you will find a categorized "shopping list" of action verbs which may be helpful in developing valid learning objectives.

Simple Tasks:

| | | | | |
|---|---|---|---|---|
| attend | designate | identify | name | repeat |
| choose | detect | imitate | note | select |
| collect | differentiate | indicate | omit | state |
| complete | discriminate | isolate | order | tally |
| copy | distinguish | label | place | tell |
| count | distribute | list | point | underline |
| define | duplicate | mark | provide | |
| describe | find | match | recall | |

Study Skills:

| | | | | |
|---|---|---|---|---|
| arrange | compile | gather | record | suggest |
| attempt | consider | include | relate | support |
| categorize | diagram | itemize | reproduce | underline |
| chart | document | locate | return | volunteer |
| cite | find | map | search | |
| circle | follow | organize | signify | |
| classify | formulate | quote | sort | |

Social Skills:

| | | | | |
|---|---|---|---|---|
| accept | contribute | help | offer | smile |
| agree | cooperate | inform | participate | supply |
| aid | disagree | interact | permit | talk |
| allow | discuss | invite | praise | thank |
| answer | excuse | join | react | volunteer |
| buy | forgive | laugh | relate | vote |
| communicate | greet | lend | serve | |
| compliment | guide | meet | share | |

Analysis Skills:

| | | | | |
|---|---|---|---|---|
| analyze | contrast | explain | paraphrase | structure |
| appraise | criticize | formulate | plan | switch |
| combine | deduce | generate | present | |
| compare | defend | induce | save | |
| conclude | evaluate | infer | shorten | |

Synthesis Skills:

| | | | | |
|---|---|---|---|---|
| change | generalize | question | rename | rewrite |
| design | modify | rearrange | reorganize | signify |
| develop | paraphrase | recombine | reorder | simplify |
| discover | predict | reconstruct | restate | synthesize |
| expand | propose | regroup | restructure | systematize |

2. Define each objective in terms of a single result.

3. Select language which can communicate to all interested parties — not to just a limited technical group.

4. Identify new learning experiences which go beyond those you have had. (Where am I? What will I be able to do at the end of the work period that I cannot do now?)
5. Know what goals your employer is seeking to accomplish so that your objectives can coincide.

Sample Categories

The following categories are suggested as examples to further your understanding of learning objectives:

1. Routine — Is there room for specific improvement?
2. Problem solving — Is there a specific problem to be solved with measurable results?
3. Personal -- Can human relations be improved on the job? Problems may arise working with and for other people.
4. Creative — Can it result in savings in time, cost, etc.?
5. New assignments — Can new duties provide experiences which can serve as objectives?

Suggestions for Writing Learning Objectives

1. Start with an action verb.
2. Identify a single key result for each of the objectives.
3. Is the objective achievable? Give the day, month, and year of estimated completion.
4. State verifiable criteria which signal when the objective has been reached.
5. Discussion with your supervisor and Instructor/Coordinator will make it easier to identify things that need to be done.

Sample Objectives

A. Routine

1. What will I accomplish?
   I will, by June 1, increase my typing speed to 65 W.P.M. with less than three errors.
   How?
   Through practice and weekly timed tests given by my instructor.
   Measurement?
   Demonstrate my skill to supervisor by successfully completing a five-minute test.
2. What will I accomplish?
   By the end of the semester, I will learn to service, repair and diagnose an automobile brake system.
   How?
   By observing the brake technicians and assuming new tasks daily.
   Measurement?
   I will satisfactorily overhaul an automobile brake system under observation of my supervisor.

B. Problem-Solving

1. What will I accomplish?
   During this semester, I will analyze the reasons for record errors in the periodic inventory.
   How?
   I will discuss with other company employees the errors that they have found, form opinions, and give recommendations.
   Measurement?
   I will submit to my supervisor for evaluation a written report recommending ways to reduce shrinkage.
2. What will I accomplish?
   By June, I will develop a more adequate routing system for air conditioning technicians to reduce in-shop and first-call time.
   How?
   By structuring a drop-routing system with a detailed work order which will enable anyone to pull parts and place them in a designated area for each technician.
   Measurement?
   A written report including old and new routing sheets will be submitted to my supervisor indicating the reduction of in-shop time.

C. Personal

1. What will I accomplish?
   By January, I will budget my duties and time to successfully meet my copy deadline without worrying and rushing.
   How?
   By developing a time schedule and strongly adhering to it.
   Measurement?
   Submitting copy by deadline and reducing tension headaches.
2. What will I accomplish?
   By the end of the semester, I will investigate the operations of the computer center.
   How?
   I will develop a flow chart tracing the operation of the computer center.
   Measurement?
   My supervisor will validate the accuracy of the flow chart.

D. Creative

1. What will I accomplish?
   By the end of the semester, I will collaborate with fellow employees on possible morale problems and their solutions.
   How?
   By describing methods of controlling organizational conflict.
   Measurement?
   The description will be submitted to and evaluated by my supervisor.
2. What will I accomplish?
   By the end of the semester, I will develop a test fixture to run life tests on a hot-gas valve fixture to verify electro-mechanical reliability.
   How?
   By examining the present techniques and the steps involved.
   Measurement?
   Demonstrate to the supervisor and coordinator the effectiveness of the test fixture in comparison with present methods.

E. New Assignments

1. What will I accomplish?
   I will learn, by the end of the semester, how documents from my office are processed and what costs are involved.
   How?
   I will write a report on the operation of the computer center.
   Measurement?
   Supervisor will evaluate my report.
2. What will I accomplish?
   I will by September 17, write a proposal to lease or to purchase the Mag Card Selectric Typewriter including a statement of need, definition of terms, justification, procedures with cost, and evaluation strategies.
   How?
   By comparing a minimum of two Processing Systems.
   Measurement?
   My supervisor will evaluate the report.

# LEARNING OBJECTIVES WORKSHEET

You will meet with your instructor/coordinator to identify possible learning objectives and then secure the understanding and approval of your job supervisor. Please complete this worksheet as an aid in carefully developing each of the learning objectives.

PART I What are you going to accomplish?
PART II How are you going to accomplish it?
PART III How will you measure the achievement of your objective?

Objective 1

PART I _____

_____

PART II _____

_____

PART III _____

_____

Objective 2

PART I _____

_____

PART II _____

_____

PART III _____

_____

Objective 3

PART I _____

_____

PART II _____

_____

PART III _____

_____

Objective 4

PART I _____

_____

PART II _____

_____

PART III _____

_____

Objective 5

PART I _____

_____

PART II _____

_____

PART III _____

_____

# COOPERATIVE EDUCATION
# JOB-RELATED LEARNING OBJECTIVES

Student _____ Employer (Company Name) _____

Semester & Year _____ Course Number _____

College _____ Section Number _____

Part 1 — What are you going to accomplish?
Part 2 — How are you going to accomplish it?
Part 3 — How will you measure the achievement of your objectives?

OBJECTIVE 1 — Achievement

Part 1 _____ Yes___ No___

Part 2 _____

Part 3 _____

OBJECTIVE 2

Part 1 _____ Yes___ No___

Part 2 _____

Part 3 _____

OBJECTIVE 3

Part 1 _____ Yes___ No___

Part 2 _____

Part 3 _____

OBJECTIVE 4

Part 1 _____ Yes___ No___

Part 2 _____

Part 3 _____

We the undersigned agree to the validity of the objectives:

| Date | Student | Supervisor | Instructor/Coordinator |
|---|---|---|---|
| | | | |

Additional Comments Concerning the Achievement of Objectives:

We the undersigned have reviewed the achievement of objectives:

| Date | Student | Supervisor | Instructor/Coordinator |
|---|---|---|---|
| | | | |

Distribution: White—Cooperative Education Office Yellow—Instructor/Coordinator Pink—Student Goldenrod—Supervisor

## Student Objective Report Form

Name_____ Course No._____

Instructor/Coordinator _____ Date_____

You are required to submit a written report discussing the accomplishment of each of the agreed upon objectives. This written report must be turned in to the Instructor/Coordinator as one of the course requirements. NO CREDIT WILL BE GIVEN FOR THIS COURSE UNLESS THIS REPORT HAS BEEN SUBMITTED.

Relate how and to what extent each objective has been accomplished.

OBJECTIVE 1

How Accomplished: _____

_____

_____

_____

_____

To What Extent Accomplished: _____

_____

_____

_____

OBJECTIVE 2

How Accomplished: _____

_____

_____

_____

_____

To What Extent Accomplished: _____

_____

_____

Student Objective Report Form Continued . . .

OBJECTIVE 3

How Accomplished: _____

_____

_____

_____

_____

To What Extent Accomplished: _____

_____

_____

_____

OBJECTIVE 4

How Accomplished. _____

_____

_____

_____

_____

To What Extent Accomplished: _____

_____

_____

_____

GENERAL COMMENTS:

## COOPERATIVE EDUCATION

Student Name: _____ Instructor/Coordinator _____

Company Name: _____ Soc. Sec. #: _____

Indicate change in supervision by checking _____

New Supervisor _____ For the month of _____

| | | | | | | |
|---|---|---|---|---|---|---|
| 1 _____ | 6 _____ | 11 _____ | 16 _____ | 21 _____ | 26 _____ | 30 _____ |
| 2 _____ | 7 _____ | 12 _____ | 17 _____ | 22 _____ | 27 _____ | 31 _____ |
| 3 _____ | 8 _____ | 13 _____ | 18 _____ | 23 _____ | 28 _____ | Total |
| 4 _____ | 9 _____ | 14 _____ | 19 _____ | 24 _____ | 29 _____ | Monthly |
| 5 _____ | 10 _____ | 15 _____ | 20 _____ | 25 _____ | | Hours _____ |

COMMENT _____

_____

Return card within five (5) days after the end of the month reported, with required supervisor signature.

Verified by: _____
Supervisor Signature


## COOPERATIVE EDUCATION

Student Name: _____ Instructor/Coordinator _____

Company Name: _____ Soc. Sec. #: _____

Indicate change in supervision by checking _____

New Supervisor _____ For the month of _____

| | | | | | | |
|---|---|---|---|---|---|---|
| 1 _____ | 6 _____ | 11 _____ | 16 _____ | 21 _____ | 26 _____ | 30 _____ |
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COMMENT _____

_____

Return card within five (5) days after the end of the month reported, with required supervisor signature.

Verified by: _____
Supervisor Signature

## COOPERATIVE EDUCATION

Student Name: _____ Instructor/Coordinator _____

Company Name: _____ Soc. Sec. #: _____

Indicate change in supervision by checking _____

New Supervisor _____ For the month of _____

| | | | | | | |
|---|---|---|---|---|---|---|
| 1 _____ | 6 _____ | 11 _____ | 16 _____ | 21 _____ | 26 _____ | 30 _____ |
| 2 _____ | 7 _____ | 12 _____ | 17 _____ | 22 _____ | 27 _____ | 31 _____ |
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COMMENT _____

_____

Return card within five (5) days after the end of the month reported, with required supervisor signature.

Verified by: _____
Supervisor Signature




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